



General Services Administration

Federal Supply Service

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Current as of March 2010

On-line ordering information, terms & conditions, pricing, and delivery available at

GSA Advantage-www.gsaadvantage.gov

Federal Supply Schedule 36

SIN-51-507- Document Destruction

SIN-51-506- Document Imaging

Contract Number: GS03F0025V
Contract Period: December 15, 2008- December 14, 2013
Current GSA Price List: Records Management Solutions, Inc. GSA Price List, December 1, 2008

Contractor's Information

Sales

Name: Records Management Solutions, Inc.
600 Pennsylvania Ave. PO Box 1508
Martinsburg, WV 25402
Phone: 304-263-0199 or 888-Shred-03
Fax: 304-596-2086
Email: jims@rmsstorage.com

Contract Administration

Jim Scott
PO Box 1508
Martinsburg, WV 25402
Phone: 304-261-6484 Fax: 304-596-2086
jims@rmsstorage.com

Website: www.rmsshredding.com

**Business Type: Service Disable Veteran Owned, Woman Owned
Small Business and Hub Zone Certified Small Business**



Customer Information

1. Awarded Special Item Number (SIN): 51-507
2. Maximum Order: \$1,000,000 (For Services All Sins)
3. Minimum Order: \$100
4. Geographic Coverage: 150 Mile Radius of Martinsburg, WV (Includes, Washington DC, Baltimore, Md., Harrisonburg, Va, Harrisburg, Pa., Morgantown, WV, etc.)
5. Point of Production- Martinsburg, WV
6. Discounts- 33% for one time purges and 50% for on going shredding under 20 containers per pick up. All discounts exclude the Industrial Funding Fee (IFF).
7. Quantity/Volume Discounts: On going shredding-
20-40 containers- console 65%, 64 gallon container 65%, and 95 gallon container 65%
41+ containers- console 81.5%, 64 gallon container 65%, and 95 gallon container 71%
8. Prompt Payment Terms: 6% Net 15 days
9. Government Purchase Cards Accepted:
 - a) At or below micro-purchase threshold- master card and visa accepted
 - b) Above micro-purchase threshold- bank transfer preferred
10. Foreign Items; none
11. Delivery Terms: 30 Days ARO
12. FOB Terms; Destination. A 6% fuel surcharge is added to all shredding jobs.
13. Ordering Address: Same as contractor
14. Payment Address: Same as contractor
15. Warranty: N/A
16. Export Packing Charge: N/A
17. Terms and Conditions of government purchase acceptance: Accepted or contact contractor for large orders.
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts: N/A
- 20a. Terms and Conditions for any other service: N/A
21. List of Service and Distribution points; N/A
22. List of participating Dealers: N/A
23. Preventive Maintenance; N/A
- 24a. Special Attributes: N/A
- 24b. Section 508 Compliance for EIT: N/A
25. DUNS number: 785476982
26. Notification regarding registration CCR database: Registration valid until 09/09/2009





Records Management Solutions, Inc.
www.rmsshredding.com

Price List as of
03/31/2010

Special Item Number (SIN) 51-507 Document Destruction

Geographic Service Location- 150 Mile radius from Martinsburg, WV
includes Washington DC, Baltimore ,Md. Harrisburg, Pa.
Harrisonburg, VA, and Morgantown, WV

Item	Commercial Price	Gov't. Discount	Gov't. Price
Purges	.28 cents per pound	33% discount	.18.5 cents per pound
On going Shredding per pick up price			
console	\$35	50%	\$17.50
64 gallon container	\$45	50%	\$22.50
95 Gallon container	\$55	50%	\$27.50
VA-800-88 Shred Size			
1 millimeter x 5 millimeters			
Console			\$45
64 Gallon Container			\$60
95 Gallon Container			\$75
Purges			55.5 cents /lb.
Trip Charge			
0-20 miles	\$0		
21-50 miles	\$40		
51-100 miles	\$75		
101-150 miles	\$125		
Fuel Surcharge - 6% of total bill (purges or ongoing shredding)			

** Government Only Discount
of an additional 6% for
electronic payment within 15
days of service

***Gov't only concessions:
prompt pay discount of 6%
and no additional labor
charges on purges

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Office, Imaging and Document Solutions

FSC Group: 36

FSC Class: 3610

Contract No.: GS-03F-0025V

*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at:
<http://www.fss.gsa.gov>*

Contract Period: December 15, 2008 – December 14, 2013



**Records Management Solutions, Inc
PO Box 1508
Martinsburg, WV 25402
304-263-0199
www.rmsshredding.com
jims@rmsstorage.com**

**Business Size/Status: Service Disabled Veteran Owned, Woman-Owned, and
HUBZone Certified Small Business**

Prices shown herein are NET (discount deducted).

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GENERAL CONTRACT INFORMATION

1A. TABLE OF AWARDED SPECIAL ITEM NUMBERS
(SINS):

(PLEASE REFER TO [PAGE #3](#) FOR A MORE DETAILED DESCRIPTION) 51-506 - DOCUMENT CONVERSION SERVICES

1B. LOWEST PRICED MODEL NUMBER AND LOWEST PRICE: PLEASE REFER TO OUR RATES BEGINNING ON [PAGE #10](#)

1C. LABOR CATEGORY DESCRIPTIONS: PLEASE REFER TO [PAGE #8](#)

2. MAXIMUM ORDER: \$1,000,000

3. MINIMUM ORDER: \$0

4. GEOGRAPHIC COVERAGE: WASHINGTON DC, MD & VA

5. POINT (S) OF PRODUCTION: NOT APPLICABLE

6. DISCOUNT FROM LIST PRICE: ALL PRICES HEREIN ARE NET

7. QUANTITY DISCOUNTS: ORDERS OF \$1 TO \$500,000 - 5% DISCOUNT
ORDERS OF \$500,001 TO \$750,000 - 8% DISCOUNT
ORDERS IN EXCESS OF \$750,000 - 12% DISCOUNT

8. PROMPT PAYMENT TERMS: NET 30 DAYS

9A. GOVERNMENT PURCHASE CARD *IS* ACCEPTED AT OR BELOW THE MICRO – PURCHASE THRESHOLD.

9B. GOVERNMENT PURCHASE CARD *IS* ACCEPTED ABOVE THE MICRO – PURCHASE THRESHOLD.

10. FOREIGN ITEMS: NONE

11A. TIME OF DELIVERY:	30 DAYS ARO
11B. EXPEDITED DELIVERY:	TO BE NEGOTIATED WITH ORDERING AGENCY
11C. OVERNIGHT AND 2-DAY DELIVERY:	TO BE NEGOTIATED WITH ORDERING AGENCY
11D. URGENT REQUIREMENT:	TO BE NEGOTIATED WITH ORDERING AGENCY
12. F.O.B. POINT(S):	DESTINATION
13A. ORDERING ADDRESS:	RECORDS MANAGEMENT SOLUTIONS 600 PENNSYLVANIA AVE BLDG. 34A PO BOX 1508 MARTINSBURG, WV 25402
13B. FOR SUPPLIES AND SERVICES, THE ORDERING PROCEDURES, INFORMATION ON BLANKET PURCHASE AGREEMENTS (BPAS), ARE FOUND IN FEDERAL ACQUISITION REGULATION (FAR) 8.405-3.	
14. PAYMENT ADDRESS:	RECORDS MANAGEMENT SOLUTIONS PO BOX 1508 MARTINSBURG, WV 25402
15. WARRANTY PROVISION:	NOT APPLICABLE
16. EXPORT PACKING CHARGES:	NOT APPLICABLE
17. TERMS & CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:	CONTACT CONTRACT ADMINISTRATOR
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:	NOT APPLICABLE
19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):	NOT APPLICABLE

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|--|--|
| 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS, PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES: | NOT APPLICABLE |
| 20A. TERMS AND CONDITIONS FOR ANY OTHER SERVICES
(IF APPLICABLE): | NOT APPLICABLE |
| 21. LIST OF SERVICE AND DISTRIBUTION POINTS
(IF APPLICABLE): | NOT APPLICABLE |
| 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): | NOT APPLICABLE |
| 23. PREVENTATIVE MAINTENANCE (IF APPLICABLE) | NOT APPLICABLE |
| 24A. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS.): | NOT APPLICABLE |
| 24B. SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (E.G. CONTRACTOR'S WEBSITE OR OTHER LOCATION.) THE EIT STANDARDS CAN BE FOUND AT:
WWW.SECTION508.GOV/ : | CONTACT CONTRACT ADMINISTRATOR FOR MORE INFORMATION. |
| 25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER: | 785476982 |
| 26. RECORDS MANAGEMENT SOLUTIONS, INC. <i>IS</i> REGISTERED IN THE CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE. | |

CONTRACT OVERVIEW

GSA awarded Records Management Solutions, Inc. a GSA Federal Supply Schedule contract for Office, Imaging and Document Solutions, Contract No. GS-03F-0025V. The current contract period is December 15, 2008 - December 14, 2013. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and fixed-price service rates defined in the contract.

CONTRACT ADMINISTRATOR

Jim Scott, President
Records Management Solutions, Inc.
PO Box 1508
Martinsburg, WV 25402
Telephone: (304) 263-0199
Fax: (304) 596-2086
Email: jims@rmsstorage.com

MARKETING AND TECHNICAL POINT OF CONTACT

Sol Trotter, Document Management/EMC
Records Management Solutions, Inc.
PO Box 1508
Martinsburg, WV 25402
Telephone: (304) 263-0199
Fax: (304) 596-2086
Email: solt@rmsstorage.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Office, Imaging and Document Solutions services. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

Records Management Solutions, Inc. has been awarded a contract by GSA to provide services under the following SIN:

- 51-506 - Document Conversion Services

51 506 Document Conversion Services (DCS)

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that **Records Management Solutions, Inc.** meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Office, Imaging and Document Solutions services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENTS

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

High School Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	PhD

Education Substitutions:

A PhD. may be substituted for 3 years of required experience with a Masters Degree or 4 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a High School Diploma.

#	LABOR CATEGORY	EDUCATION	YEARS EXP.	DESCRIPTION
1	PROGRAM MANAGER	BACHELORS DEGREE	7	RESPONSIBLE FOR ALL ACTIVITIES RELATING TO PROGRAM/TECHNICAL GUIDANCE FOR PLANNING, DIRECTING, AND MONITORING LARGE/MULTIPLE CONTRACT/TASK OPERATIONS. PLANS, RECOMMENDS AND IMPLEMENTS CONTRACT/TASK ACTIVITIES, MODIFICATIONS, OR RELATED REQUIREMENT
2	SENIOR SYSTEMS ANALYST	BACHELORS DEGREE	7	EVALUATES, DESIGNS AND MAINTAINS EXISTING OR DEGREE I PROPOSED COMPLEX SYSTEMS; ANALYZES USER NEEDS AND RECOMMENDS SOLUTIONS. PROVIDES EXPERTISE ON INFORMATIONAL INVESTIGATIONS AND DATA INTERPRETATIONS. PREPARES SPECIFICATIONS AND FLOWCHARTS FOR IMPLEMENTATION OF NEW AND/OR MODIFYING EXISTING SYSTEMS.
3	SYSTEMS ANALYST	BACHELORS DEGREE	3	ANALYZES/DEFINES/IMPLEMENTS SYSTEM AND USER SPECIFICATIONS FOR COMPLEX SYSTEMS, APPLICATIONS, AND/OR SOLUTIONS. PROVIDES EXPERTISE ON INFORMATIONAL INVESTIGATIONS AND DATA, INTERPRETATIONS.

#	LABOR CATEGORY	EDUCATION	YEARS EXP.	DESCRIPTION
4	SENIOR APPLICATIONS PROGRAMMER	BACHELORS DEGREE	5	DEFINES AND IMPLEMENT SPECIFICATION FOR COMPLEX SYSTEMS OR APPLICATIONS OR MODIFIES/MAINTAINS COMPLEX EXISTING SYSTEMS. RESPONSIBLE FOR QUALITY ASSURANCE. PROVIDES PROGRAMMING AND MAINTENANCE SERVICES OF COMPUTER APPLICATIONS AND OPERATING SOFTWARE. TESTS AND DEBUGS SOFTWARE PROGRAMS AND DEVELOPS OPERATING INSTRUCTIONS.
5	SENIOR DATA BASE MANAGEMENT SPECIALIST	BACHELORS DEGREE	7	EVALUATES, DESIGNS AND MAINTAINS EXISTING OR PROPOSED COMPLEX DATABASE SYSTEMS; ANALYZES USER NEEDS AND RECOMMENDS SOLUTIONS. PREPARES SPECIFICATIONS AND FLOWCHARTS FOR IMPLEMENTATION OF NEW INTERNAL PROGRAMS OR MODIFICATIONS TO VENDOR SOFTWARE.
6	DATA BASE MANAGEMENT SPECIALIST	BACHELORS DEGREE	3	INSTALLS AND MODIFIES VARIOUS DATABASE APPLICATIONS. PROVIDES DIRECTION TO WORKSTATION OPERATORS.
7	DOCUMENT MANAGEMENT SPECIALIST	BACHELORS DEGREE	3	RESPONSIBLE FOR OPERATION OF COMPLEX COMPUTER BASED DOCUMENT MANAGEMENT PROGRAM. PLANS, IMPLEMENTS, SUPERVISES AND CONTROLS DOCUMENT MANAGEMENT PROCEDURES.
8	RECORDS ANALYST I	BACHELORS DEGREE	0	SERVES AS A MEMBER OF ASSESSMENT TEAMS, COLLECTING AND ORGANIZING INFORMATION THAT IS GATHERED IN RESPONSE TO THESE EFFORTS. RESPONDS TO INQUIRES FORM CLIENTS AND USERS, INCLUDING SEARCHING DATABASES AND COMPILING RESULTS IN RESPONSE TO USER/CLIENT QUERIES.
9	QUALITY ASSURANCE MANAGER	BACHELORS DEGREE	5	RESPONSIBLE FOR ALL ACTIVITIES RELATED TO QUALITY ASSURANCE. PLANS, RECOMMENDS, AND ENSURES IMPLEMENTATION OF ALL SUCH QA ACTIVITIES. OVERSEAS LARGE AND/OR MULTIPLE CONTRACT/TASK ORDER QA ACTIVITIES.

#	LABOR CATEGORY	EDUCATION	YEARS EXP.	DESCRIPTION
10	QUALITY ASSURANCE SPECIALIST	BACHELORS DEGREE	3	RESEARCHES, DEFINES AND DEVELOPS QUALITY STANDARDS FOR PROCESSING AND INSPECTING FINAL DELIVERABLES, REVIEWS AND EVALUATES CORRECTIVE ACTIONS AS NEEDED. PARTICIPATES IN MEETING, AUDITS REVIEWS AND MAY PROVIDE MANAGEMENT OVERSIGHT FOR PROJECTS/EMPLOYEES, INTERFACES WITH BOTH INTERNAL AND EXTERNAL CUSTOMERS, VENDORS, DEPARTMENTS, AND INDUSTRY.
11	COMPUTER SYSTEMS ANALYST	BACHELORS DEGREE	3	WRITES, EVALUATES, ANALYZES, AND TESTS NEW AND ENHANCED HARDWARE AND SOFTWARE. WHEN APPROPRIATE SELECTS COTS PRODUCTS THEN INSTALLS AND MODIFIES TO SUIT THE END USER ENVIRONMENT
12	DOCUMENT/RECORDS SPECIALIST III	HIGH SCHOOL DIPLOMA OR EQUIVALENT	5	MANAGES A FUNCTIONAL AREA OF A TASK OR OVERSEES A SMALLER OR LESS COMPLEX TASK. MAY DIRECT A TEAM OF LESS SENIOR RECORDS MANAGEMENT STAFF OR A GROUP OF CONVERSION SPECIALISTS IN DIVERSE LABOR CATEGORIES.
13	DOCUMENT/RECORDS SPECIALIST I	HIGH SCHOOL DIPLOMA OR EQUIVALENT	1	PERFORMS RECORDS MANAGEMENT AND CONVERSION ASSIGNMENTS UNDER MORE SENIOR STAFF, INCLUDING MANAGING WORK PARAPROFESSIONAL OR CLERICAL WORK TEAMS OVERSEEING SHORT-TERM ASSIGNMENTS.
14	DATA TECHNICIAN	HIGH SCHOOL DIPLOMA OR EQUIVALENT	1	PERFORMS DATA ENTRY FUNCTIONS USING DATABASES AND TRACKING SYSTEMS DEVELOPED FOR TASKS. QUALITY REVIEWS OWN WORK AND, WHEN ASSIGNED, REVIEW THE WORK OF OTHERS. MAY ALSO PERFORM CODING ACTIVITIES IF THEY ARE INTEGRAL TO DATA ENTRY TASKS.
15	RECORDS TECHNICIAN IV	HIGH SCHOOL DIPLOMA OR EQUIVALENT	7	LEADS INVENTORY AND OTHER DATA GATHERING TEAMS IN SUPPORT OF LARGER-SCALE RECORDS MANAGEMENT ACTIVITIES. PLAYS A SENIOR PARAPROFESSIONAL ROLE IN RECORDS FUNCTIONS WHERE INDEPENDENT DECISION-MAKING AND/OR INDEPENDENT QUALITY EVALUATION ARE REQUIRED. MAY OVERSEE THE WORK OF LESS SENIOR PARAPROFESSIONAL OR CLERICAL STAFF.

#	LABOR CATEGORY	EDUCATION	YEARS EXP.	DESCRIPTION
16	RECORDS TECHNICIAN I	HIGH SCHOOL DIPLOMA OR EQUIVALENT	1	PERFORMS STANDARD INFORMATION GATHERING TASKS IN SUPPORT OF RECORDS ANALYSIS EFFORTS. RESPONDS TO USER/CLIENT REQUESTS, INCLUDING CONDUCTING BASIC DATABASE SEARCHES AND STAFFING INQUIRY DESKS AND HOTLINES.
17	SCANNING OPERATOR I	HIGH SCHOOL DIPLOMA OR EQUIVALENT	0	OPERATES CONVERSION EQUIPMENT IN A PRODUCTION ENVIRONMENT. PERFORMS LESS COMPLEX, MORE PRODUCTION ORIENTED MACHINE OPERATIONS ACCORDING TO PROCEDURES ESTABLISHED BY MORE SENIOR STAFF. TROUBLESHOOTS DOCUMENT PROBLEMS AND RESOLVES USING SCANNING HARDWARE AND SOFTWARE TO ATTAIN THE BEST POSSIBLE IMAGE QUALITY.
18	DOCUMENT PREPARATION CLERK I	HIGH SCHOOL DIPLOMA OR EQUIVALENT	0	EXAMINES DOCUMENTS AND PREPARES THEM FOR SCANNING. UPDATES LOGGING AND TRACKING SYSTEMS IN SUPPORT OF DOCUMENT PREPARATION ACTIVITIES. REASSEMBLES DOCUMENTS AND PREPARES THEM FOR STORAGE OR SHIPMENT.
19	ARCHIVE CLERK	HIGH SCHOOL DIPLOMA OR EQUIVALENT	0	ENTERS AND MAINTAINS DATA DIRECTORY INFORMATION, DATA KEYWORD LISTS AND DICTIONARY FORMS OF DATA MEDIA. REVIEWS ALL INFORMATION FOR CORRECTNESS AND MAINTAINS MEDIA LIBRARY OF SYSTEM'S RECORDED INFORMATION.
20	WAREHOUSE CLERK	HIGH SCHOOL DIPLOMA OR EQUIVALENT	1	PERFORMS VARIOUS WAREHOUSE LABOR FUNCTIONS WITH MAY INCLUDE RECEIVING MATERIALS, LIFTING AND MOVING BOXES, PREPARING AND PACKING MATERIAL FOR SHIPMENT, DELIVERY OF MATERIALS ONSITE AND OFFSITE, COORDINATING RECEIPT AND DELIVERY OF MATERIALS. MUST BE FAMILIAR WITH USE OF BASIC MATERIALS HANDLING EQUIPMENT INCLUDING HAND TRUCKS, CARTS, AND PALLET JACKS. MUST BE ABLE TO LIFT AND/OR MOVE ITEMS WEIGHING UP TO 50 POUNDS.

#	LABOR CATEGORY	EDUCATION	YEARS EXP.	DESCRIPTION
21	DRIVER	HIGH SCHOOL DIPLOMA OR EQUIVALENT	0	SIMILAR RESPONSIBILITIES TO WAREHOUSE CLERK, BUT ALSO DRIVES VAN/LIGHT DUTY TRUCKS TO DELIVER AND PICKUP FILES, BOXES, AND OTHER MATERIALS NECESSARY TO SUPPORT PROJECT. SCHEDULES AND COORDINATES PICKUPS AND DELIVERS TO MAINTAIN EFFICIENT ROUTING AND SERVICES LEVEL AGREEMENTS. MAINTAINS LOG OF ACTIVITIES. INTERFACES WITH INTERNAL AND EXTERNAL CUSTOMERS. MUST HAVE VALID DRIVERS LICENSE WITH ACCEPTABLE SAFETY RECORD. MUST BE ABLE TO LIFT UP TO 50 POUNDS REPEATEDLY WITHOUT DIFFICULTY.

HOURLY LABOR RATES

SIN 51-506
Schedule of Items – Exempt Positions

CTS SITE					
Labor Category	GSA Base Year Rate*	Year 2*	Year 3*	Year 4*	Year 5*
Program Manager	\$126.45	\$132.77	\$139.41	\$146.38	\$153.70
Senior Systems Analyst	\$127.37	\$133.74	\$140.43	\$147.45	\$154.82
Systems Analyst	\$101.20	\$106.26	\$111.57	\$117.15	\$123.01
Computer System Analyst	\$84.74	\$88.98	\$93.43	\$98.10	\$103.00
Senior Applications Programmer	\$88.30	\$92.72	\$97.35	\$102.22	\$107.33
Senior Data Base Management Specialist	\$120.05	\$126.05	\$132.36	\$138.97	\$145.92
Data Base Management Specialist	\$94.28	\$98.99	\$103.94	\$109.14	\$114.60
Quality Assurance Manager	\$113.23	\$118.89	\$124.84	\$131.08	\$137.63
Quality Assurance Specialist	\$77.84	\$81.73	\$85.82	\$90.11	\$94.62
Document Management Specialist	\$74.28	\$77.99	\$81.89	\$85.99	\$90.29
Records Analyst I	\$56.44	\$59.26	\$62.23	\$65.34	\$68.60

Includes IFF of .75*

Government Site					
Labor Category	GSA Base Year Rate*	Year 2*	Year 3*	Year 4*	Year 5*
Program Manager	\$106.82	\$112.16	\$117.77	\$123.66	\$129.84
Senior Systems Analyst	\$107.60	\$112.98	\$118.63	\$124.56	\$130.79
Systems Analyst	\$85.49	\$89.76	\$94.25	\$98.97	\$103.91
Senior Applications Programmer	\$74.59	\$78.32	\$82.24	\$86.35	\$90.66
Senior Data Base Management Specialist	\$101.40	\$106.47	\$111.79	\$117.38	\$123.25
Computer System Analyst	\$71.57	\$75.15	\$78.91	\$87.85	\$86.01
Data Base Management Specialist	\$79.64	\$83.62	\$87.80	\$92.19	\$96.80
Quality Assurance Manager	\$95.65	\$100.43	\$105.45	\$110.73	\$116.26
Quality Assurance Specialist	\$65.75	\$69.04	\$72.49	\$76.11	\$79.92
Document Management Specialist	\$62.75	\$65.89	\$69.18	\$72.64	\$76.27
Records Analyst I	\$47.67	\$50.05	\$52.56	\$55.18	\$57.94

HOURLY LABOR RATES

SINs 51-506
Schedule of Items - SCA Positions

CTS SITE					
Labor Category	GSA Base Year Rate*	Year 2*	Year 3*	Year 4*	Year 5*
Document/Records Specialist III	\$61.36	\$64.43	\$67.65	\$71.03	\$74.58
Document/Records Specialist I	\$52.41	\$55.03	\$57.78	\$60.67	\$63.70
Data Technician	\$54.94	\$57.69	\$60.57	\$63.60	\$66.78
Records Technician IV	\$67.36	\$70.73	\$74.26	\$77.98	\$81.88
Records Technician I	\$52.41	\$55.03	\$57.78	\$60.67	\$63.70
Scanning Operator I	\$42.95	\$45.10	\$47.35	\$49.72	\$52.21
Document Preparation Clerk I	\$42.95	\$45.10	\$47.35	\$49.72	\$52.21
Archive Clerk	\$45.66	\$47.94	\$50.34	\$52.86	\$55.50
Warehouse Clerk	\$52.20	\$54.81	\$57.55	\$60.43	\$63.45
Driver	\$46.17	\$48.48	\$50.90	\$53.45	\$56.12

Includes IFF of .75%

Government Site					
Labor Category	GSA Base Year Rate*	Year 2*	Year 3*	Year 4*	Year 5*
Document/Records Specialist III	\$51.83	\$54.42	\$57.14	\$60.00	\$63.00
Document/Records Specialist I	\$44.28	\$46.49	\$48.82	\$51.26	\$53.82
Data Technician	\$46.42	\$48.74	\$51.18	\$53.74	\$56.42
Records Technician IV	\$56.91	\$59.76	\$62.74	\$65.88	\$69.17
Records Technician I	\$44.28	\$46.49	\$48.82	\$51.26	\$53.82
Scanning Operator I	\$36.28	\$38.09	\$40.00	\$42.00	\$44.10
Document Preparation Clerk I	\$36.28	\$38.09	\$40.00	\$42.00	\$44.10
Archive Clerk	\$38.57	\$40.50	\$42.52	\$44.65	\$46.88
Warehouse Clerk	\$44.09	\$46.29	\$48.61	\$51.04	\$53.59
Driver	\$39.00	\$40.95	\$43.00	\$45.15	\$47.40

DOCUMENT CONVERSION SERVICES PRICING

SIN 51-506

Item #	Service	Unit	Rate
CTS506036A	Scanning at 200 DPI Pages up to 8.5”X17” ➤ TIF image only	Per Image	\$0.0900
CTS506036AO	Scanning at 200 DPI Pages other than 8.5”X17” ➤ TIF image only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.0900
CTS506036B	Converting Scanned Document 200 DPI Pages up to 8.5”X17” ➤ Converted to PDF image only	Per Image	\$0.0225
CTS506036BO	Converting Scanned Document 200 DPI Pages other than 8.5”X17” ➤ Converted to PDF image only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.0225
CTS506036C	Scanning at 300 DPI Pages up to 8.5”X17” ➤ TIFF Image only	Per Image	\$0.1350
CTS506036CO	Scanning at 300 DPI Pages other than 8.5”X17” ➤ TIFF Image only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.1350
CTS506036D	Converting Scanned Document 300 DPI Pages up to 8.5”X17” ➤ Scanned TIFF image converted to PDF Image Only	Per Image	\$0.0225
CTS506036DO	Converting Scanned Document 300 DPI Pages other than 8.5”X17” ➤ Scanned TIFF image converted to PDF Image Only The fee for oversized scanning is assessed on a per segment basis (Segment = 8.5'X11" or portion thereof)	Per Segment	\$0.0225
CTS506036F	Scanning at 300 DPI Pages up to 8.5”X17” ➤ OCR of TIFF ➤ No clean up ➤ TIFF converted to PDF image plus exact searchable text	Per Image	\$0.0562

CTS506036FO	Scanning at 300 DPI Pages other than 8.5”X17” <ul style="list-style-type: none"> ➤ OCR of TIFF ➤ No clean up ➤ TIFF converted to PDF image plus exact searchable text 	Per Image	\$0.0562
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